

Management System Description: Budget and Financial Management

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1.0 Purpose

The Budget and Financial Management System (MS) serves to assure that the Office of Environmental Management (EM) Consolidated Business Center (CBC) is exemplary in its stewardship of fiscal resources, and to assure that funds are distributed on a routine basis in an efficient and effective manner and subsystems and controls are in place to ensure that Congressional and Administrative Funding Control Points are not exceeded. Liaison support to the Inspector General (IG) and the Government Accountability Office (GAO) is included as an integral part of the Office's system of internal controls. Creating and maintaining accurate and dependable financial records, payments, and systems, as well as providing expert financial assistance, advice, and guidance to contractors, DOE organizations, and Headquarters, is all components of the stewardship of fiscal resources.

2.0 Responsibilities

The table below represents roles and responsibilities specific to the Budget and Financial Management System. For a detailed description of CBC Management System (MS) roles and responsibilities, refer to the CBC MS.

Roles	Responsibilities
Headquarters Chief Financial Officer (CFO)	<ul style="list-style-type: none">• Issue Delegations of Authority to Heads of Field Elements• Direct, manage and provide policy, guidance and oversight of Department of Energy (DOE) financial management personnel, activities, and operations.• Oversee all financial management activities related to DOE programs and operations.
Allotment Holders	<ul style="list-style-type: none">• Establish and maintain effective systems for the administrative control of allotted funds, in accordance with approved funding programs and allotments.• Ensure that funds are not obligated in excess of available budgetary resources.• Designate (in writing) Authorizing Officials to

Roles	Responsibilities
	<p>sign procurement requisitions and determine appropriate fund citations to ensure funds are used for the purposes for which they were appropriated.</p>
Field CFO	<ul style="list-style-type: none"> • Direct, manage and provide policy, guidance and technical direction and oversight to financial management personnel, activities, and operations, including activities and operations of subordinate reporting organizations. • Exercise Secretarial and Departmental CFO authorities specifically delegated to Field CFOs or equivalents. • Work with Site Offices to oversee the design, implementation, and maintenance of field element and site/facility management contractor financial management and accounting information systems, to assure that such systems: <ul style="list-style-type: none"> (1) Include effective internal controls; (2) Support the collection and reporting of accurate financial information; and (3) Facilitate the integration of accounting, performance, and budgeting data for the systematic measurement of performance. • Work with Site Offices to serve as focal point for: <ul style="list-style-type: none"> (1) Identifying, addressing, and resolving assigned site/facility management contractor financial management issues; (2) Making cost (expense) versus funding decisions; and referring crosscutting financial issues to the Headquarters CFO. • Maintain cognizance of all major legislative initiatives affecting the field element; review field element programmatic proposals, requirements for major procurements, and change in credit programs; and provide advice to Field Officials on Federal cost and program benefit estimates. • Provide input for Secretary's annual plan for

Roles	Responsibilities
	<p>implementation of the five-year financial management plan to the Department CFO field element. This plan is prepared by the Director of OMB.</p> <ul style="list-style-type: none"> • Provide guidance for interpreting accounting, performance, and budget information and for developing field element financial management budgets. • Recommend to the Head of the Field Office (for submission to the Headquarters CFO) financial management budget resource levels to execute all financial management responsibilities effectively and efficiently. • Access, as needed, all records, reports, audits, reviews, documents, papers, recommendations, or other material that is DOE property (or is available to DOE) and relates to programs and operations for which the Field CFO or equivalent has responsibility.
EMCBC Assistant Directors and Site Office Managers	<ul style="list-style-type: none"> • Ensure contractors operate within contractual and departmental financial procedures, regulations, and direction. • Work with Field Chief Financial Officer to serve as the focal point for: <ul style="list-style-type: none"> (1) Identifying, addressing, and resolving assigned/ facility management contractor financial management issues; (2) Making cost (expense) versus funding decisions; and <ul style="list-style-type: none"> • Support contractor audits and reviews. • Manage cost/ liability issues.

3.0 Management System Operation

3.1 Overview

The Budget and Financial Management System consists of the execution of all accounting and financial reporting functions, including the establishment of an effective system of the internal controls in accordance with the policies, principles, and objectives specified in financial regulations and directives. This includes the implementation of DOE accounting policies and directives and maintaining the official accounting records with valid source documentation. In addition to accounting operations, the Budget and Financial Management System includes planning and formulation of budget requests, related budget administrative activities, execution of allottee requirements, and operation of funds distribution systems. The Budget and Financial Management System also includes liaison support for all reviews, audits, inspections, accounting and administrative controls over assigned Departmental assets supported by Site Office and contractor assessments. These assessments are reported in assurance memoranda to the Director of the EMCBC.

3.2 Key Functions/Services and Processes

3.2.1 Accounting

This process encompasses the accounting and reporting processes for all aspects of the Department's activities. Accounting processes include payments, accounts receivable, travel, payroll costing, contractor pensions and other benefits, environmental liabilities, monthly and year-end closing cycles, and financial reporting and analysis. In addition, providing expert financial assistance, advice, and guidance to DOE organizations, small site offices and DOE contractors is part of the accounting process.

3.2.2 Budget

This process encompasses all phases of funds certification and distribution, budget formulation, and budget execution. Major components of this process also include the management of Program Direction funds, execution and analysis reporting, and the successful utilization of budget systems. The budget process identifies all major processes required to perform the aforementioned activities in a manner consistent with the DOE Strategic Plan. These processes are executed within defined roles and responsibilities and within the requirements presented by applicable DOE directives and regulations.

3.2.3 Internal Review

This process involves assessing the efficiency and effectiveness of various Federal and/or contractor financial management activities. These activities include (1) analysis of contract closeout. (2) assessment of the adequacy of internal controls; (3) oversight of contractor internal audit functions; (4) liaison with external(i.e., Office of Inspector General and Government

Accountability Office) audit organizations; and (5) conducting independent reviews of operations, systems, processes, and practices as needed.

4.0 Requirements

4.1 Primary Responsibility

This Management System has primary responsibility for the following requirements:

Document	Title
ATAAPS	Automated Time Attendance And Production System (ATAAPS)
48 CFR, Chapter 99	Cost Accounting Standards Board Regulations
41 CFR 300-304	Federal Travel Regulations
DOE O 130.1	Budget Formulation
DOE M 135.1- 1A	DOE Budget Execution- Funds Distribution and Control Manual
DOE O 135.1A	DOE Budget Execution- Funds Distribution and Control
DOE O137.1B	Plan for Operating in the Event of a Lapse in Appropriations
DOE O 221.1A	Reporting Fraud, Waste And Abuse to the Office of Inspector General
DOE O 221.2A	Cooperation with the Office of Inspector General
DOE O 221.3A	Establishment of Management Decisions on Inspector General
DOE O 224.2A	Auditing Of Programs and Operations
DOE O 224.3	Audit Resolution and Follow-Up Program
DOE O 224.3	Internal Control Program
DOE O 520.1A	Chief Financial Officer Responsibilities
DOE O 523.1	Financial Management Oversight
DOE O 534.1	DOE Accounting Hand Book
DOE M 552.1- 1A	US Department of Energy Travel Manual
DOE M 552.1- 1A, Administrative Change	Travel Policy and Procedures
DOE O 2340.1C	Coordination of General Accounting Office Activities

4.2 Parsed Responsibility

Document	Title
Any shared responsibility order outside of FM	

5.0 Subject Areas, Program Descriptions, and Guidance Documents

Accounting

1. Procedure- [Preparing Financial Statement Analysis and Footnote Disclosures](#)
2. Procedure- [Processing Month-End Closing Activities](#)
3. Procedure- [Processing Permanent Change of Station \(PCS\)](#)
4. Procedure- [Travel Card Oversight](#)
5. Procedure- [Preparing Quarterly Accounts Receivable Reports](#)
6. Procedure- [Cost Accruals](#)
7. Procedure- [Managing Letters of Credit](#)

Budget

1. Procedure- [Certifying and Distributing Funds](#)
2. Procedure- [Executing, Analyzing, and Reporting the Budget](#)
3. Procedure- [Managing Program Direction Funds](#)
4. Procedure- [Formulating the Budget](#)

Internal Review

1. Procedure- [Complying with Federal Manager's Financial Integrity Act\(FMFIA\)](#)
2. Procedure- [Reviewing Contractor Internal Audit Oversight Plans](#)
3. Procedure- [Coordinating External Audit/ Inspections](#)
4. Procedure- [Developing and Maintaining Multi- Year Assessment Plan](#)
5. Procedure- [Coordinating and Performing A-123 Process](#)
6. Procedure- [Preparing and Conducting Special Reviews](#)
7. Procedure- [Reviewing Contracts Prior to Closeout](#)
8. Procedure- [Coordinating Requests for Audits](#)
9. Procedure- [Local Travel and Temporary Duty](#)

6.0 References

Document
DOE Accounting Handbook
Financial Management Oversight Guide
DOE HQ Funds distribution System (FDS)
DOE HQ Office of Budget Internal Website